United Nations ST/IC/2000/37

Secretariat

22 May 2000

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Arrangements for admission to the premises at United Nations Headquarters during the twenty-third special session of the General Assembly**

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as parking, catering facilities and commercial operations, during the twenty-third special session of the General Assembly, to be held from 5 to 9 June 2000.

Admission to Headquarters buildings

2. Staff members, affiliates and accredited members of non-governmental organizations and the information media will be admitted to the United Nations premises only upon presentation of a valid United Nations grounds pass or laissez-passer. All are reminded that, in view of the need for heightened security measures, the provisions of the Secretary-General's bulletin ST/SGB/259 of 2 July 1993, regarding the wearing of identification cards, will be strictly enforced. It is the responsibility of staff members to ensure that their grounds passes are current; expired cards will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on the ground floor of the UNITAR Building, at 45th Street and First Avenue, upon presentation of an application obtained from the staff member's executive office. Staff members who arrive without their grounds passes will be directed to the visitors' entrance at 46th Street, where they will be required to pass through a magnetometer. A day pass can be obtained at the information desk in the lobby of the General Assembly Building, upon verification of the staff member's identity. The hours of operation of the information desk are from 9 a.m. to 5 p.m.

* Expiration date of the present circular: 9 June 2000.

00-44108 (E) 240500

Access through the delegates' entrance

3. During the twenty-third special session, the gate at 45th Street and First Avenue and the delegates' entrance will be reserved for use by members of delegations. Staff members and affiliates are requested to use other access points.

Pass and Identification Office, UNITAR Building

4. The Pass and Identification Office is located in the UNITAR Building, 801 United Nations Plaza, corner of 45th Street and First Avenue. For the special session, staff members and members of delegations are advised that the days and hours of operation will be:

Saturday, 3 June, and Sunday, 4 June 2000	9 a.m.-1 p.m. and 2 p.m.-5 p.m.
Monday, 5 June, to Friday, 9 June 2000	8 a.m.-1 p.m. and 2 p.m.-5 p.m.

Special session accreditation facility, North Garden

5. A temporary centre for media (tel. 963-7164 or 6934) and non-governmental organization (tel. 661-2932 or 917-816-4232) accreditation and a satellite Pass and Identification Office (tel. 963-2666 or 4237) will be in temporary facilities located in the North Garden. Access will be the entrance at 47th Street and First Avenue. For the special session, members of the media and representatives of non-governmental organizations are advised that the days and hours of operation for each office in the temporary centre are as follows:

Non-governmental organization facility

Tuesday, 30 May, to Sunday, 4 June 2000	9 a.m.-1 p.m. and 2 p.m.-5 p.m.
Monday, 5 June, to Friday, 9 June 2000	8 a.m.-1 p.m. and 2 p.m.-5 p.m.

Media facility

Saturday, 3 June, and Sunday, 4 June 2000	9 a.m.-1 p.m. and 2 p.m.-5 p.m.
Monday, 5 June 2000	8 a.m.-1 p.m. and 2 p.m.-5 p.m.
Tuesday, 6 June, to Friday, 9 June 2000	9 a.m.-1 p.m. and 2 p.m.-5 p.m.

Satellite Pass and Identification facility

Tuesday, 30 May, to Sunday, 4 June 2000	9 a.m.-1 p.m. and 2 p.m.-5 p.m.
Monday, 5 June, to Friday, 9 June 2000	8 a.m.-1 p.m. and 2 p.m.-5 p.m.

Access for members of non-governmental organizations

6. All members of non-governmental organizations with valid United Nations grounds passes will be admitted via the visitors' entrance at 46th Street and First Avenue, where they will be required to pass through a magnetometer.

7. Members of non-governmental organizations who are accredited and registered to attend the twenty-third special session will be issued a United Nations identification card (Polaroid pass) for a specific period of time. Two transferable passes will be issued to each non-governmental organization accredited and

registered to attend the special session. Members of non-governmental organizations with valid United Nations identification cards (Polaroid passes) must also have the secondary transferable pass to enter United Nations Headquarters and to attend the meetings. They will be admitted through the visitors' entrance at 46th Street and First Avenue, where they will be required to pass through a magnetometer. Children under 14 years of age will not be allowed on United Nations premises during the special session. Children 14 years of age or older may access the premises provided they are already pre-registered as representatives of a non-governmental organization and are in possession of both a United Nations identification card (Polaroid pass) and the transferable pass issued to their organization.

Access to plenary meetings

8. The entire 2nd floor of the General Assembly and Conference Buildings will be designated a restricted area. Entry to the area will require an area-specific pass that allows the bearer beyond the security checkpoints.

9. A number of tickets have been arranged for the use of non-governmental organizations to access the General Assembly Hall. For each of the 10 plenary meetings, there will be 50 tickets for non-governmental organizations to observe the debate. Non-governmental organizations in possession of a valid United Nations grounds pass or identification card, with the transferable secondary pass, and a 4th floor ticket will be admitted to observe the debate from the 4th floor balcony of the General Assembly Hall.

Access to the Ad Hoc Committee of the Whole

10. Access of non-governmental organizations to the Ad Hoc Committee of the Whole will be based on the practice of the Main Committees of the General Assembly and the Commission on the Status of Women. Representatives of non-governmental organizations may observe the work of the Committee from the gallery of Conference Room 2, which accommodates approximately 200 persons. Non-governmental organizations in possession of a valid United Nations grounds pass or identification card, with the transferable secondary pass, will be admitted to observe the debate from the balcony of the Conference Room. Access to the gallery will be from the 1st floor of the Conference Building. Seating will be on first come first served basis. Representatives of non-governmental organizations will not be permitted on the floor of Conference Room 2. This restriction will not apply to representatives of non-governmental organizations who have been included in the list of speakers.

Working space for participating non-governmental organizations

11. Conference Rooms 3, 4 and A have been allocated to non-governmental organizations for their meetings, special events and office space. The administration and scheduling of these rooms will be handled by the Division for the Advancement of Women. Non-governmental organizations are required to be in possession of a valid United Nations grounds pass or identification card, with the transferable secondary pass, to be admitted into these rooms.

Access for members of the information media

12. Members of the media with valid United Nations grounds passes must use the visitors' entrance at 46th Street and First Avenue, where they will be required to pass through a magnetometer. Resident correspondents are exempt from screening through metal detectors and may enter via the 42nd Street entrance.

Access for interns

13. Interns with valid United Nations grounds passes will be admitted via the visitors' entrance at 46th Street and First Avenue, or through the Secretariat entrance at 42nd Street and First Avenue, where they will be required to pass through a magnetometer. To the extent that space is available, interns will be permitted seating in the visitors' gallery of the General Assembly Hall, the Council Chambers or the Conference Rooms.

Access to restricted areas

14. The 2nd floor of both the General Assembly and the Conference Buildings is reserved for members of delegations, staff conducting official business in the area and, in accordance with established procedures, accredited members of the information media. In all cases, valid United Nations identification will be required.

15. Access to the North Lounge and the General Assembly Hall will be permitted for the conduct of official work, only upon presentation of an area-specific pass for the twenty-third special session of the General Assembly, together with a United Nations grounds pass. All passes are subject to verification by security officers and must be worn in such a manner as to be easily visible.

16. The South Lounge area on the 2nd floor of the Conference Building, excluding the adjoining Security Council lounge, is open to staff members when the Security Council is not in session.

17. To the extent that space is available, staff members and interns will be accorded access to the gallery seating areas of the General Assembly Hall and Conference Rooms upon presentation of their United Nations grounds passes. On certain days, however, special arrangements may be in effect.

Admission of non-United Nations persons

18. Staff members are reminded of existing security arrangements, under which all visitors on official business (maximum of 5) or invited guests, including family members (maximum of 3), must enter through the visitors' entrance at 46th Street, and pass through a magnetometer, prior to requesting admission to the Secretariat Building at the information desk. An information assistant will verify the visit with the respective staff member before a visitor's day pass will be issued. Visitors and guests must be escorted by a staff member at all times while in United Nations buildings. Visitors or guests, including children over the age of 17, will be required to submit a piece of personal identification bearing a photograph to the security officer stationed at the information desk. In order to avoid inconvenience, visitors and guests should be informed in advance that photo identification is required.

19. During the twenty-third special session, staff are urged to restrict visits by outside persons to those involving official business only. It will be the responsibility

of each staff member to meet his or her guests, accompany them at all times and later escort them back to the public area in the General Assembly Building lobby. No guest will be permitted to enter restricted areas.

Tours

20. During the period from 5 to 9 June 2000, the buildings will be closed to the general public and only pre-reserved guided tours will be conducted.

Traffic in the Secretariat circle

21. Vehicular access through the gate at First Avenue and 43rd Street will continue to be restricted to vehicles of the permanent representatives or observers to the United Nations; no other vehicles will be permitted access to the Secretariat circle. Exceptions will, however, be made for disabled persons, upon appropriate certification by the Medical Service.

Parking

22. Parking for staff members in the garage will be limited to those staff members in possession of a valid parking permit. Staff members must ensure that parking permits are prominently displayed and readily visible to security officers at entry points and while the vehicles are parked on the premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of valid United Nations identification must leave the vehicle before it enters the premises.

23. Vehicles other than those belonging to permanent representatives or observers to the United Nations will be required to enter the garage via the 48th Street entrance. Vehicles may leave through the 42nd Street exit between 5 p.m. and 7 p.m., from Monday to Friday, or between 6 a.m. and 8 p.m. through the 48th Street entrance. At all other times, vehicles must exit through the main gate at 43rd Street. Traffic lanes on the service road and roadways in the garage must be kept free of stationary vehicles at all times.

24. All vehicles entering the premises are subject to search.

Dining room, other catering facilities and commercial operations

25. The hours of service for the Delegates' Dining Room are from 11.30 a.m. to 2.30 p.m. Staff members are encouraged to make reservations for the Delegates' Dining Room (ext. 3-7625) for 11.30 a.m., 12 noon or after 2 p.m., since the demand at 1 p.m. is usually heavy. During the twenty-third special session, access to the Delegates' Dining Room for lunch will be restricted to persons holding valid United Nations grounds passes or laissez-passer. The Ex-press Bar on the 3rd floor of the General Assembly Building may not be used for parties when the General Assembly is meeting.

26. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the cafeteria when it is least crowded, that is, before 12.15 p.m. and after 1.45 p.m. Alternative facilities in the following areas may also be used: the Staff Café on the 4th floor, the UNCA Club on the 3rd floor, the Vendery on the 3rd floor of the General Assembly Building, the coffee shop in the first basement of the

General Assembly Building (visitors' area), the cafeteria on the 3rd floor of the UNDC-1 Building and the cafeteria located on the 1st floor of UNICEF House.

27. The hours of operation of the various facilities during the twenty-third special session of the General Assembly will be as follows:

5-9 June 2000

Cafeteria (Secretariat Building, 1st floor)	
Monday-Friday	8 a.m.-8.30 p.m.
UNCA Club (Secretariat Building, 3rd floor)	
Monday-Friday	12 noon.-3 p.m.
Staff Café (Conference Building, 4th floor)	
Monday-Friday	12 noon-3 p.m.
Vendery (General Assembly Building, 3rd floor)	
Monday-Sunday	Open 24 hours
North Lounge (Conference Building, 2nd floor)	
Monday-Friday (snack bar)	10 a.m.-5 p.m.
Monday-Friday (bar)	11 a.m.-8 p.m.
Delegates' Dining Room (Conference Building, 4th floor)	
Monday-Friday	11.30 a.m.-2.30 p.m.
Coffee shop (General Assembly Building concourse, first basement)	
Monday-Sunday	8.30 a.m.-4.30 p.m.
Café Austria (General Assembly Building, first basement)	
Monday-Friday	9 a.m.-6 p.m.
UNDC-1 cafeteria, 3rd floor	
Monday-Friday	8 a.m.-6 p.m.
UNICEF cafeteria (UNICEF House, 1st floor)	
Monday-Friday	8.30 a.m.-4.30 p.m.
Gift Centre (General Assembly Building concourse, first basement)	
Monday-Sunday	9 a.m.-5 p.m.

UNPA stamp counter (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5 p.m.

Bookshop (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5 p.m.